

DEPARTMENT OF NATURAL RESOURCES

SUBJECT: Student Employee Handbook

EFFECTIVE DATE: November 2009

Welcome to the Department of Natural Resources! DNR is one of twenty departments in the Executive Branch of Government. The mission of the Louisiana Department of Natural Resources is to manage, protect, and preserve the state's nonrecurring natural resources and wetlands through conservation, regulation, and scientifically sound management in a manner that builds satisfying relationships with our stakeholders who are citizens; business and industry customers; educational communities; other state, federal, and local agencies; employees; and the state legislature.

Student workers perform valuable services for the Department. Unlike classified employees who attain permanent status, students are at-will employees and have no right to continued state employment. They are subject to being discharged at any time for any reason, including if the agency has a lack of funding.

The following guidelines have been developed to familiarize you with what is expected as an employee of DNR. Please read these guidelines carefully.

Eligibility

To maintain your eligibility to work, you must be a full-time student. If you are enrolled in a college or university, you must not drop below 12 credit hours per semester. Notify your supervisor immediately if you go below 12 credit hours.

Only students who are attending summer school or who are pre-registered as full-time students for the fall semester are eligible to work during the summer.

Minors

Student workers under 18 years of age must obtain a work permit from their school or parish school board office. To do so, you must obtain an Intention to Employ Minors Under 18 form from DNR's Human Resources Office and have a parent or guardian complete the bottom section. The student is responsible for taking the form to his/her school or parish school board office to be issued a work permit. The student worker must return the work permit to DNR's Human Resource Office to be eligible to work.

For every 5 hours of work, minors shall take at least a thirty minute unpaid break for a meal.

Schedules

Your ability to adhere to an agreed upon work schedule is a condition of employment.

Please provide your supervisor with a copy of your class schedule. You and your supervisor will develop a work schedule that you will be expected to maintain. If you cannot work a given schedule or need to adjust your hours in any way, you must get

permission in advance from your immediate supervisor. If you are ill or have an emergency, you must call your supervisor to let him/her know that you cannot work your scheduled hours. The call should be made as soon as possible and not later than 30 minutes before your scheduled starting time.

Generally, the maximum number of hours you may work per week while classes are in session is 20. During breaks or summer, you may work as many as 40 hours per week but only with the permission of your supervisor and if funds are available.

Breaks

A 15 minute paid break may be taken if you are working three or more consecutive hours. Breaks are paid work time. Breaks are not mandatory, cannot be at the beginning or end of your shift, and are at the supervisor's discretion.

Lunch

Meals are not paid breaks. Remember to sign in and out as you leave and return from lunch.

Time Sheets

Attendance at work is recorded on a time sheet. Your supervisor will show you how to fill out your time sheet. Additionally, supervisors are required to review and approve your time sheet to attest to the hours you have worked. If you have made an error on your time sheet, please bring it to your supervisor's attention immediately.

Pay / Raises

All students are to be paid at least minimum wage. Raises are based on merit and are granted based on the supervisors' recommendations and the Appointing Authority's approval.

Computers

Use of the computers is limited to DNR business only. Personal use for homework, e-mail, playing games, and browsing the Internet is not permitted on work time. You must comply with DNR Computer Usage Policy # 1. Be sure you are familiar with this policy.

Dress Code

Your appearance reflects upon our department and should be given due consideration each workday. You are working in a professional business environment and are expected to dress appropriately.

Clothes must be clean and without tears of any sort. Short skirts, shorts of any length, maxi dresses, bare midriffs, tank tops, skimpy clothing, low-riding pants, or articles of clothing with questionable or offensive words or pictures (graphic tees) are not allowed. Tattoos must be covered with clothing. Flip flops are not acceptable. Embellished thong sandals with or without a back strap are appropriate. Capris can be worn during summer business casual dress which is from Memorial Day to Labor Day, however jean capris are never acceptable.

Jewelry and accessories are to be in keeping with a business environment. Your section or unit may establish more specific regulations concerning dress or appearance. If you have any questions, please seek guidance from your supervisor.

Food / Drink

Ask your supervisor what is acceptable in your section.

Electronics

DNR telephones are for business use only. If you must make a call, make it brief. Cell phones are to be silenced and out of sight. Text messaging is not allowed. Ipods, headsets, and blue tooth devices are not to be used or seen.

Visitors

Students are not permitted to have visitors during working hours.

Conduct

This is a place of business. Always conduct yourself in a professional manner. No foul language will be tolerated.

Training

The Office of Risk Management requires that all employees participate in the following online trainings: Defensive Driving, Blood Borne Pathogens, Sexual Harassment, and Drug Free Workplace. Trainings will be assigned by Human Resources and must be completed within 30 days of hire.

Policy

Other DNR policies pertaining to your employment can be found on the DNR website under the Employee Resource Center and on the HR Bulletin Board.

Separation from Employment

Please give your supervisor at least two weeks notice if you intend to leave the department.

If you have questions or concerns, please contact a member of the HR staff. We are here to serve you and we are pleased to have you on our TEAM!